

City of San Jose

FIRE MASTER MECHANIC (3333)

DEFINITION

Under general direction, to plan, organize and direct the work of the Fire Department Shop and, where necessary, personally perform the more difficult and highly responsible shop duties; and to do related work as required.

DISTINGUISHING FEATURES OF WORK

This is skilled mechanical work involving supervision of journeyman Fire Equipment Mechanics and Firefighters with mechanical skill who are assigned to shop duty. The work involves responsibility for the Fire Department Shop and all assigned tools and equipment; the maintenance, repair and overhaul of firefighting apparatus and equipment to insure readiness for emergency operation; taking apparatus and equipment out of service when necessary to perform shop work; and arranging shop work schedules to provide around-the-clock emergency repair service.

EXAMPLES OF WORK

Designs and prepares specifications for new firefighting apparatus and equipment, illumination and salvage units, and special purpose nozzles and ladders. Also redesigns and modifies existing equipment and, where necessary, builds special fire apparatus. Checks and tests new and remodeled apparatus for compliance with specifications.

Is present at major alarm calls to check fire apparatus and equipment operation. Answers emergency calls to direct repairs in case of breakdowns.

Insures that Captains and Firefighters receive necessary instructions in proper apparatus operation and maintenance.

Uses bench, hand and machine tools of the machinist, mechanic and metal trades, as required, and supervises and instructs subordinates in proper tool use.

Tests all major fire apparatus annually and after each major repair. Maintains test records.

Requisitions all shop supplies.

Keeps records of labor and materials expended on all shop work performed.

Establishes and maintains a current file of modern firefighting apparatus and related equipment.

Prepares and forwards a daily report of assigned and volunteer mechanics to the personnel office. Prepares other reports, as required.

Prepares the shop budget.

Is subject to emergency call while off duty.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment.)

Thorough knowledge of the apparatus and equipment used in fighting fires.

Thorough knowledge of the practices, materials, tools and equipment used in maintaining and repairing firefighting apparatus and equipment.

Thorough knowledge of: auto and truck repair; machine shop use; auto body repair and painting; pipe fitting; hydraulic pumps; gas and electric welding techniques; and skill in operating the machines used in these processes.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (Continued)

Skill in designing and preparing specifications for firefighting apparatus and equipment.

Ability to work from broken parts, blueprints and sketches in effecting repairs or building new fire apparatus.

Ability to estimate time, costs and materials.

Ability to write clear and concise reports, and to keep records.

Ability to lay out work for and supervise subordinates.

Ability to direct company officers in the effective operation and maintenance of fire apparatus.

DESIRABLE EXPERIENCE AND EDUCATION

Experience: Four years as a journeyman automotive mechanic; including or supplemented by experience as a machinist, auto painter, auto body man and welder, and work on fire apparatus and equipment.

Education: Equivalent to graduation from high school and completion of a recognized apprenticeship program for the automotive mechanics trade, or graduation from a recognized trade school.